



# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 22]

भोपाल, शुक्रवार, दिनांक 1 जून 2012—ज्येष्ठ 11, शक 1934

### भाग ४

#### विषय-सूची

(क) (1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन,	(3) संसद में पुरस्थापित विधेयक.
(ख) (1) अध्यादेश,	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग) (1) प्रारूप नियम,	(2) अन्तिम नियम.	

#### भाग ४ (क) — कुछ नहीं

#### भाग ४ (ख) — कुछ नहीं

#### भाग ४ (ग)

#### अन्तिम नियम

**मध्यप्रदेश गृह निर्माण एवं अधोसंरचना विकास मण्डल**  
प्रधान कार्यालय, पर्यावास भवन, मदर टेरेसा मार्ग, भोपाल

भोपाल, दिनांक 28 अप्रैल 2012

क्र. एफ-7-24-2012-32-1.—मध्यप्रदेश गृह निर्माण मण्डल अधिनियम, 1972 (क्रमांक 3 सन् 1973) की धारा 103 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश गृह निर्माण मण्डल विनियम, 1977 यथा—संशोधित, 1986 एवं 1990 में संशोधन के लिये मध्यप्रदेश गृह निर्माण मण्डल (संशोधन) विनियम, 1998 की कंडिका 5 के सेवा नियम की उपकंडिका (स) में राज्य सरकार

द्वारा क्र. एफ-7-24-2012-32-1, दिनांक 28 अप्रैल 2012 द्वारा निम्नानुसार संशोधन की पुष्टि की गई है :—

### संशोधन

विनियम, 1998 की कंडिका 5 के सेवा नियम की उपकंडिका (स) में निम्न परन्तुक जोड़ा जाए, अर्थात् :—

1. चतुर्थ श्रेणी मण्डल कर्मचारियों को छोड़कर प्रत्येक मण्डल कर्मचारी उस मास के अंतिम दिवस दोपहर पश्चात् जिसमें उसकी उम्र 60 वर्ष पूर्ण होती है, सेवा से सेवानिवृत्त होगा, परन्तु यह कि यदि किसी मण्डल कर्मचारी की जन्म तारीख मास की पहली तारीख है, वह 60 वर्ष की उम्र पूर्ण करने पर उसके पूर्ववर्ती माह के अंतिम दिन दोपहर पश्चात् सेवा से सेवानिवृत्त होगा।
2. चतुर्थ श्रेणी मण्डल कर्मचारी मास के अंतिम दिन दोपहर पश्चात् जिसमें उसकी उम्र 62 वर्ष होती है तो सेवा से सेवानिवृत्त होगा, परन्तु यह कि यदि किसी मण्डल कर्मचारी की जन्म तारीख मास की पहली तारीख है, वह 62 वर्ष की उम्र पूर्ण करने पर उसके पूर्ववर्ती माह के अंतिम दिन दोपहर पश्चात् सेवा से सेवानिवृत्त होगा।
3. उपरोक्त संशोधन 28 अप्रैल 2012 से प्रभावशील होगा।

No. F-7-24-2012-32-1.—In exercise of the powers conferred by Section- 103 of the Madhya Pradesh Griha Nirman Mandal Adhiniyam 1972 (No.3 of the 1973) the M.P. Housing Board has made the following amendments in Madhya Pradesh Housing Board Regulations, 1977 as amended in 1986 & 1990 by the Madhya Pradesh Girha Nirman Mandal Amendment Regulation-1998, the same having been approved and confirmed by the State Govt. *vide* No. F- 7-24-2012-32-1, Dated 28th April 2012.

### AMENDMENT

Following provision be inserted in Section 5 of the Regulations after Section 5 (b).

#### Section 5(C) (I)

Every Mandal employee other than a Class-IV employee shall retire from service on the after-noon the last day of the month in which he attains the age of 60 years:

Provided that a Mandal employee whose date of birth in first of the month, shall retire from service on the afternoon of the last day of the preceding month, an attaining the age of 60 years.

#### 2. Section-5(C) (II)

A Class-IV mandal employee shall retire from service on the afternoon of the last day of the month in which he attains the age of 62 year :

Provided that a Mandal employee whose date of birth is First of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 62 years.

The above amendment shall be effective from 28th April 2012 *i.e.* the month from which Government given the permission.

मण्डल के नाम से तथा आदेशानुसार,  
अरुण कुमार भट्ट, आयुक्त।

HIGH COURT OF MADHYA PRADESH, JABALPUR, (M.P.)

### MEMO

Jabalpur, the 4th May 2012

### ANNEXURE-A

#### Preamble

In exercise of the powers conferred by Section 34 (1) of the Advocates Act, 1961 (Act No. 25 of 1961), the High Court of Madhya Pradesh hereby makes following Rules laying down the conditions subject to which an advocate shall be permitted to practice in the High Court and the Courts sub-ordinate thereto.

1. **Nomenclature.**—These rules shall be called “The High Court of Madhya Pradesh (Conditions of Practice) Rules, 2012”.

2. **Commencement.**—“These Rules shall come into force on the date on which they are published in the Official Gazette.

3. **Definitions.**—In these rules unless there is anything repugnant in the subject or context—

(1) “**Advocate**” shall include a partnership or a firm of advocates.

(2) **Other words and phrases** shall respectively carry the same meaning as assigned to them under the Advocates Act, 1961 the Code of Civil Procedure, 1908 or the High Court of Madhya Pradesh Rules, 2008.

4. **Vakalatnama or Memorandum of Appearance.**—Save as otherwise provided for in any law for the time being in force, no advocate shall be entitled to appear, act or plead for any person in any Court in a—

(1) civil case, unless the advocate files an appointment in writing in either form I-A or I-B appended to these Rules, called Vakalatnama, signed by such person, his recognized agent or by some other person, duly authorized by or under a power of attorney to make such appointment and signed by the advocate, signifying acceptance thereof; except with the leave of the Court granted on an application made for the purpose along with a memorandum of appearance, or

(2) criminal case, unless, the advocate files a vakalatnama or memorandum of appearance in the form prescribed by the High Court (Form No.2 of the Appendix to the High Court of Madhya Pradesh Rules, 2008):

Provided that notwithstanding anything in clauses (1) above, an advocate appointed for representing the Central Government or the Government of Madhya Pradesh may appear, act and plead on the strength of a memorandum of appearance in form no. 2 of the High Court of Madhya Pradesh Rules, 2008, signed by himself:

Provided that where an advocate has already filed a Vakalatnama in a case and a party or the advocate engages another advocate to appear in that case merely for the purposes of pleading, it shall be sufficient for such advocate to file a memorandum of appearance. However, such advocate may make a prayer of adjournment even without filing a memorandum of appearance:

Provided further that an advocate can act, appear and plead on behalf of a party in all such matters, as are mentioned in clause (3) of rule 4 of order III of the Code of Civil Procedure, 1908, (Madhya Pradesh amendment dated 18-10-1968) provided that he had filed vakalatnama for such party in the proceeding out of which such matter has arisen. However, in such a case, he shall file a memo of appearance in Form No. 1 of the Appendix to the High Court of Madhya Pradesh Rules, 2008, expressing that he had filed vakalatnama at any stage of the case:

Provided further that nothing herein contained shall apply to an advocate who has been requested by the court to assist the court as amicus curie in any case or proceeding:

Provided further that where an advocate has been appointed by the High Court Legal Services Committee or District Legal Services Authority to defend an accused person in a criminal case and the accused desires to replace him with an advocate of his own choice, he shall file a vakalatnama duly executed in favour of such advocate or a memorandum of appearance in lieu of Vakalatnama, if so permitted by the Court.

**Explanation.**—(1) A separate appointment or a memorandum of appearance shall be filed in each of the several connected proceedings, notwithstanding that the same advocate is retained for the party in all the connected proceedings.

(2) In this rule terms “Civil Case and Criminal Case” for the purpose of the High Court, shall respectively have the same meaning as has been assigned to them in rule 4 (2) and (3) of the High Court of Madhya Pradesh Rules, 2008.

**5. Outside Advocate not to Appear without a Local Advocate.**—An advocate who is not ordinarily practicing in a particular Court shall not appear, act or plead in such Court unless he files a Vakalatnama or a memo of appearance as the case may be, along with a local advocate.

**6. Joint Vakalatnama or Memorandum of Appearance.**—Where in a case, a party is represented by more than one advocate; they may file a joint vakalatnama or memo of appearance, as the case may be.

**7. Address of Advocate on Vakalatnama shall be the Address for the Purpose of Service.**—The address, furnished by an advocate at the time of acceptance of his appointment in accordance with rule 5 (3) of chapter VIII of the High Court of Madhya Pradesh Rules, 2008, shall be the address for service within the meaning of rule 5 of Order III of the Code of Civil Procedure, 1908.

**8. Extent of Vakalatnama and Memorandum of Appearance in Civil Cases.**—(1) The vakalatnama of an advocate in civil cases, unless otherwise restricted, shall be deemed to be in force to the extent provided in that behalf by clause (3) of rule 4 of order III of the Code of Civil Procedure, 1908, (Madhya Pradesh amendment dated 18-10-1968)

(2) In civil cases, the memorandum of appearance of an advocate shall be deemed to be in force—

- (a) under rule 8 of chapter VIII of the High Court of Madhya Pradesh Rules, 2008, read with clause (3) of rule 4 of order III of the Code of Civil Procedure, 1908, (Madhya Pradesh amendment dated 18-10-1968); till the proceeding in which it is filed, is over and
- (b) under order 3 rule 4(5) of the Code of Civil Procedure, 1908, till the event for which the advocate was authorized, is over.

(3) Without prejudice to the generality of the foregoing sub-rule (1) and (2) above, a Vakalatnama filed in a writ petition from which a writ appeal lies, shall continue in force till conclusion of proceedings of the writ appeal unless the Vakalatnama is replaced by a fresh Vakalatnama in favour of another advocate.

**9. Extent of Vakalatnama in Criminal Cases.**—The vakalatnama of an advocate, in Criminal Cases, unless otherwise restricted, shall be deemed to be in force in following proceedings as well—

- (1) every inquiry, trial or proceeding before a criminal Court whether instituted on a police report or otherwise;
- (2) an application for bail or reduction, enhancement of amount or cancellation of bail in the case in the same Court where such Vakalatnama or memorandum of appearance was filed;
- (3) an application for transfer of the case from one Court to another;
- (4) an application for leave to appeal against an order of acquittal in a case;
- (5) an appeal or petition for revision against any order or sentence passed in a case;
- (6) A reference arising out of a case;
- (7) An application to correct a clerical or arithmetical error in a judgment or final order;
- (8) An application for making concurrent, the sentences awarded in the case or in an appeal, reference or revision arising out of the case.

- (9) an application relating to or incidental to or arising in or out of any appeal, reference or revision arising in or out of the case;
- (10) an application or act for obtaining copies of documents or for the return of articles or documents produced or filed in the case or in any of the proceedings.
- (11) an application or act for withdrawal, refund or payment;
- (12) an application for the custody of or return, restitution or restoration of the property forfeited or confiscated in the case or an appeal, reference or revision arising from the case as per the final order;
- (13) an application for expunging remarks or observations on the record of or made in the judgment in the case or any appeal, reference, revision or review arising out of the case, and
- (14) an application or proceeding for sanctioning prosecution under Chapter XIV of the Code of Criminal Procedure, 1973, or any appeal or revision arising from and out of any order passed in such an application or proceeding;

Provided that where the venue of the case or the proceedings is shifted from one Court to another (subordinate or otherwise) except by way of transfer within the same sessions division, the advocate filing the Vakalatnama referred to in sub-rules (1) and (2) above in the former court shall not be bound to appear, act or plead in the later Court unless he files or has already filed a memorandum signed by him in the later court that he has instructions from his client to appear, act and plead in that Court.

**10. Cessation of Vakalatnama or Memo of Appearance.**—The vakalatnama or memo of appearance, as the case may be, of an advocate, unless otherwise restricted, shall be deemed to be in force until—

- (1) determined with the leave of the Court, on an application signed by the party, or the advocate, as the case may be, and filed in Court or
- (2) the party or the advocate dies or
- (3) the advocate is suspended or disbarred or
- (4) all proceedings in that civil or criminal case have ended so far as regards the party.

**11. Advocates not to Appear, Act or Plead in Certain Circumstances.**—(1) An advocate who has, at any time, advised in connection with subject matter of a case, civil or criminal; or has drawn pleadings, or acted for a party shall not act, appear or plead for the opposite party, in that case:

Provided that on receiving such information, the concerned advocate may withdraw from the case, failing which, on proof of such conduct, the Court may not allow the advocate to appear in the case.

(2) An advocate who is not supposed to appear before a Judge for any reason, shall not—

- (a) file a Vakalatnama or memorandum of appearance or
- (b) appear, act or plead with or without a Vakalatnama,
  - in a case in which an advocate is already appearing for the party and
  - (i) which is known to be likely to be listed,

- (ii) hearing therein is about to commence or
- (iii) has already commenced

before such Judge.

**12. Frivolous, vexatious or motivated application or prayer for recusal/transfer.**—No advocate shall make a frivolous, vexatious or motivated application or prayer for—

- (1) recusal made to a bench on judicial side or
- (2) transfer of a case or a class of cases from a bench, to the Chief Justice on administrative side.

**13. Acceptance of Appointment by a Firm or a Partnership of Advocates.**—(1) the acceptance of a Vakalatnama or memo of appearance, as the case may be, on behalf of a firm or partnership of advocates shall be indicated by a partner affixing his own signature and specifying that it is in his capacity as a partner of that firm or partnership of advocates.

(2) No such firm or partnership shall be entitled to appear, act or plead in any Court unless at least one of the partners thereof is entitled to appear; act or plead in such Court in conformity with rule 5 above

(3) The vakalatnama of a firm shall not be filed in any court unless accompanied by a separate sheet certified by the partner of the firm who has filed the Vakalatnama and containing the names and such other particulars as are required in a Vakalatnama in respect of all partners of the firm.

(4) In every case where a partner of a firm of advocates signs any document or writing on behalf of the firm he shall do so in the name of the partnership and shall authenticate the same by affixing his own signatures as partner.

(5) Neither the firm of advocates nor any partner thereof shall advise a party or appear, act or plead on behalf of a party in any matter or proceeding where the opposite party is represented by any other partner of the firm or by the firm itself.

**14. Advocate not to file Vakalatnama or Memorandum of Appearance in a Case in which an Advocate is already on Record.**—(1) No advocate shall be permitted to file a vakalatnama or memorandum of appearance in any proceeding in which another advocate is already on record of the case for the same party save with the consent of the former advocate already on record of the case or with the leave of the Court unless the former advocate has ceased to practise or has by reason of infirmity of mind or body or otherwise become unable to continue to act.

(2) The former advocate on record of the case may signify his consent for allowing the latter advocate to file a vakalatnama or memorandum of appearance for the same party, in the margin of the vakalatnama or memorandum of appearance.

(3) Where the former advocate refuses or neglects to accord such consent, the party or, the latter advocate may file an application, for leave of the Court concerned, to replace the former advocate and to take the vakalatnama or memorandum of appearance, as the case may be, on record.

(4) Such an application, where filed, shall be placed before the Court concerned, which may, in its discretion, allow or reject the same.

**15. Disbarred or Suspended Advocate not to Act as a Recognized Agent.**—No advocate who has been disbarred or suspended or whose name has been struck off the role of advocates, shall be permitted to act, as a recognized agent of any Party within the meaning of Order III of the Code of Civil Procedure, 1908.

**16. Advocate Guilty of Criminal Contempt of Court not to Appear, Act or Plead in a Court.**—(1) No advocate who has been found guilty of criminal contempt of the High Court of Madhya Pradesh or of any Court subordinate thereto shall appear, act, or plead in the High Court and any Court of the District where the contempt was committed—

- (a) if the contempt is of a nature which is capable of being purged, unless he has purged himself of contempt,
- (b) if the contempt is of a nature which is not capable of being purged, for a period of 6 months from the date on which he is convicted of the contempt.

(2) An order, holding that an advocate—

- (a) is guilty of contempt of Court; or
- (b) has purged himself of the contempt;

shall be placed before the Chief Justice for its circulation amongst the Judges of the State and the State Bar Council.

**17. Repeal and Savings.**—(1) On coming into force of these Rules, the Rules framed by the High Court of Madhya Pradesh under Section 34 (1) of the Advocates Act, 1961, and published in M.P. Rajpatra, Pt.4(ga), dated 23rd August, 1968, p.69 by Notfn. No. 1546-III-I-5-57 Ch. 18 dated 28th February, 1967; shall stand repealed.

(2) Notwithstanding that these Rules have come into force and repeal under sub-rule (1) has taken effect—

- (a) anything duly done or suffered; or
- (b) any right, obligation or liability; accrued, imposed or incurred; or any proceedings taken or to be taken, in respect of such right, obligation or liability;

under the repealed Rules, before such enforcement, shall not be affected.

**18. Removal of Difficulties.**—If any difficulty arises in giving effect to the provisions of these Rules, the Chief Justice may, by notification, make such provisions, as may appear necessary and expedient for removing such difficulty.

SUBHASH KAKDE, Registrar General.

#### APPENDIX 1-A

#### FORMAT OF VAKALATNAMA

[Rule 4 (1) of the Rules framed under the Advocates Act, 1961]

**In the Court of . . . . .**

**Case / Proceedings No. . . . .**

**..... Plaintiff / Appellant / Claimant**

**/ Petitioner / Applicant**

*Versus*

**..... Defendant / Respondent / Non-applicant**

I / We the \*Plaintiff / Appellant / Claimant / Petitioner / Appellant or Defendant / Respondent / Non-applicant named below do hereby appoint, engage and authorize advocate (s) named below to appear, act and plead in aforesaid case / proceedings, which shall include applications for restoration, setting aside of *ex-parre* orders, corrections, modifications, review and recall of orders passed in these proceedings, in this court or in any other Court in which the same may be tried / heard / proceeded with and also in the appellate, revisional or executing Court in respect of proceedings arising from this case / proceedings, as per agreed terms and conditions and authorize him / them to sign and file pleadings, appeals, cross objections, petitions, applications, affidavits or other documents as may be deemed necessary or proper for the prosecution / defence of the said case in all its stages and also agree to ratify and confirm acts done by him / them as if done by me / us:

In witness whereof I / we do hereunto set my / our hand to these presents, the contents of which have been duly understood by me / us, this . . . . . day of . . . . . 201 . . .

**Particulars (in block letters) of each Party Executing Vakalatnama**

Name & Father's/ Husband's Name	Registered Address	E-Mail Address (if any)	Telephone Number (if any)	Status in the Case	Full Signature/ **Thumb Impression
(1)					
(2)					
(3)					
(4)					
(5)					

**Accepted :**

**Particulars (in block letters) of each Advocate Accepting Vakalatnama**

Full Name & Enrollment No. in State Bar Council	Address for Service	E-Mail Address (if any)	Telephone Number (if any)	Full Signature
(1)				
(2)				
(3)				
(4)				
(5)				

\* Score out whichever is not applicable.

\*\* The thumb impression shall be attested by a literate person giving above particulars.

## परिशिष्ट 1-ख

## वकालतनामे का प्रारूप

[ अधिवक्ता अधिनियम, 1961 के अन्तर्गत विरचित नियमों का नियम 4(1) ]

समक्ष न्यायालय . . . . .

प्रकरण / कार्यवाही क्रमांक . . . . .

. . . . . वादी / अपीलार्थी / दावाकर्ता / प्रार्थी / आवेदक

विरुद्ध

. . . . . प्रतिवादी / प्रत्यर्थी / अनावेदक

मैं / हम अधोनामित \*वादी / अपीलार्थी / दावाकर्ता / प्रार्थी / आवेदक अथवा प्रतिवादी / प्रत्यर्थी / अनावेदक एतद्वारा अधोनामित अधिवक्ता (गण) को उपरोक्त प्रकरण / कार्यवाही, जिसमें पुनर्स्थापन, एकपक्षीय आदेश को निरस्त करने, सुधार, संशोधन, पुनर्विलोकन तथा इन कार्यवाहियों में पारित आदेशों को वापस लेने हेतु आवेदन-पत्र सम्मिलित हैं, इस न्यायालय में अथवा किसी अन्य न्यायालय में, जिसमें इसका विचारण / त्रवण / कार्यवाही की जानी हो तथा अपीलीय, पुनरीक्षण अथवा निष्पादन न्यायालय में भी इस प्रकरण / कार्यवाही से उद्भूत कार्यवाही में, तथा किये गये निबंधनों एवं शर्तों के अनुसार उपस्थित होने, कार्य करने, अभिवचन करने तथा उक्त प्रकरण में जैसी आवश्यकता हो अथवा उसके उचित अभियोजन / बचाव हेतु सभी प्रक्रमों पर अभिवचन, अपील, प्रत्याक्षेप, याचिका, आवेदन-पत्र, शपथ-पत्र अथवा अन्य ऐसे दस्तावेजों, जो कि उस प्रकरण अथवा कार्यवाही के उचित अभियोजन अथवा बचाव हेतु आवश्यक समझे जाए, पर हस्ताक्षर करने अथवा प्रस्तुत करने हेतु नियुक्त करता, लगाता तथा अधिकृत करता हूं / करते हैं एवं उसके / उनके द्वारा किये गये कार्यों की पुष्टि एवं अनुसमर्थन मेरे/ हमारे द्वारा किये गये कार्यों के रूप में भी करने हेतु सहमत हूं / हैं।

इसकी साक्ष्यस्वरूप मैं / हम इस प्रपत्र पर, जिसकी विषय-वस्तु / अन्तर्वस्तु को मैंने / हमने भली-भांति समझ लिया है, आज दिनांक . . . . . माह . . . . . 201 . . . को अपने हस्ताक्षर करता हूं / करते हैं।

वकालतनामा निष्पादित करने वाले प्रत्येक पक्षकार का विवरण :—

नाम पिता / पति का नाम	पंजीकृत पता	ई-मेल पता (यदि कोई हो)	फोन नं. (यदि कोई हो)	प्रकरण में हैसियत	पूर्ण हस्ताक्षर अथवा अंगुष्ठ चिन्ह**
1.					
2.					
3.					
4.					
5.					

स्वीकृत :

वकालत नामा स्वीकार करने वाले प्रत्येक अधिवक्ता का विवरण :—

पूर्ण नाम तथा राज्य अधिवक्ता परिषद् में नामांकन क्रमांक	निर्वाह हेतु पता	ई-मेल पता (यदि हो तो)	फोन नं. (यदि हो तो)	पूर्ण हस्ताक्षर
1.				
2.				
3.				
4.				
5.				

\* जो लागू न हो उसे काट दें.

\*\* अंगुष्ठ चिह्नों को उपरोक्तानुसार विवरण प्रस्तुत करते हुए किसी साक्षर व्यक्ति द्वारा अनुप्रमाणित किया जावेगा.

#### ANNEXURE—B

In the High Court of Madhya Pradesh Rules, 2008, the following amendments are made:

(1) **Rule 2(7) (d) (2) of chapter IV** is deleted.

(2) **In rule 2 (7) (h) of chapter IV**, between words “bodies;” & “and” following is inserted:

“where the value of the tender I contract is Rs. 50,00,000/- or above;”

(3) **Rule 2 (7) (f) of chapter IV**, is substituted by the following:

“(f) in the nature of habeas corpus where a person is in detention by or under the orders of the State or Central Government or their officers;”

(4) **In rule 45 (2) of Chapter X**; after the words “impugned judgment or order” the following is added:

“and that of the judgment or order of the Court of first instance where the impugned judgment or order was passed in an appeal or a revision. Provided that the Court may dispense with the requirement of filing certified copy of the order of the Court of first instance at the stage of admission if a true copy thereof is filed on affidavit or a copy thereof is certified as true by the Counsel.”

(5) (a) **In rule 6 (1) of chapter XVIII**, words and figures “6,7 and 9” are substituted by figure and letter “I (a)” and letter “T” is substituted by letter “II”.

(b) **In rule 7 (1) of chapter XVIII**, word “additional” is deleted.

(c) **In rule 7 (3) (b) of chapter XVIII**, word “will” is substituted by word “shall” and words “ordinary rate” are substituted by words and figures “prescribed respectively under rule 14 of chapter 18”.

(6) **In rule 25 of chapter X**,

(a) after words “as the case may be” following words and figures are added:

“The advocate who has been so served shall acknowledge receipt of the same by endorsement on the original petition, writing his full name below the signature. Such acknowledgement together with a declaration in following format shall be filed with the petition.

**Declaration**

(Under rule 25 chapter X)

The copies, as required by rule 25 of chapter X of the High Court of Madhya Pradesh Rules, 2008, have been served upon . . . . . (the person upon whom the copies have been served) at . . . . . (time) on . . . . . (date) in . . . . . (place).

**Advocate for the Petitioner**

(b) Between words “such acknowledgement” and “name of the advocate” following is inserted: “and declaration”.

(c) After words “published in the cause list.”, following new paragraph is added:

“No petition shall be accepted in the Filing Centre without such acknowledgement and declaration except where the counsel for a party certifies under his signature that the counsel for the ‘opposite party has refused to sign the acknowledgment.’”

(7) After sub-rule 2 of rule 30 of chapter X, following sub-rule 3 are inserted:

“(3) Provisions of rule 25 shall apply to the writ petitions under article 227 (1) of the Constitutions of India also.”

(8) In rule 11 of chapter II, between words “any proceeding” and “shall be registered” following words are inserted: “or an application for enlargement of time”.

(9) In rule 5(3) of chapter XII,

(a) word “four” is deleted.

(b) clauses (a), (b), (c), (d) and (e) are substituted respectively by the following clauses:

(a) Cases in which personal appearance has been ordered by the Court for that date;

(b) Cases in which that date has been fixed specifically by a judicial order of the Court other than on a Mention Slip;

(c) Not reached cases;

(d) ‘Fresh matters (with or without application for interim relief),’ and

(e) Interim matters (including consideration of interlocutory applications);

(c) after clause (e) the following clauses are added:

(f) Miscellaneous matters (such as default matters and matters listed for, further orders);

(g) After notice matters;

(d) In the paragraph after clause (e) word “However” is substituted by words “provided that” and words “Not reached” cases shall be included at the top under respective sub-heads.” are deleted.

(e) At the end the following proviso is added:

“Provided further that” Final hearing at motion stage “matters shall be taken up only on Tuesdays and Thursdays before regular final hearing matters.”

(10) In rule 24 of chapter X,

- (a) after words “the name” & “address of” word “and” is deleted.
- (b) after words “the name” & “address and” word “office” is inserted.
- (c) after words “address and” & “of the advocate” words “phone numbers” are inserted.

(11) In rule 34 of chapter X, at the end the following proviso is added:

“Provided that if it is certified by the counsel for the appellant in writing in the memo of appeal that no reliance would be placed on all or any of the aforesaid documents, the writ appeal may be accepted by the office without inclusion of those documents in the paper book referred to above; however, if it appears during the hearing that reference to all or any of the documents referred above but not included in the paper book is necessary, the Court may direct the appellant to comply with the requirement of the aforesaid rule.”

(12) Following new codes are added to the Subject Category Code.

New Subject	Service relating to		
	Central Govt.	State Govt.	Other Authorities
Cancellation of caste Certificate	17053	17153	17253
Charge	17054	17154	17254
Medical Reimbursement	17055	17155	17255
Joining	17056	17156	17256
Posting	17057	17157	17257
Against the Order of Armed Forces Tribunal.	17058	-	-

New Subject	Subject Category Codes
Right to Information Act, 2005	20300
Jan Shiksha Adhiniyam, 2005	20400

Old Main Subject	New Category to be added	New Category Code
Family matters	Domestic Violence Act	13227
Panchayat	MNREGA	15524
Education	Declaration of Result	12731
	Issuance of Mark Sheet	12732
	Admission to PG Course of In-service candidates.	12733

SUBHASH KAKDE,  
Registrar General,  
High Court of Madhya Pradesh,  
Jabalpur (M.P.)  
28-4-2012

## परिनियम

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 26th May 2012

No. – R-96/cc/2012/38 In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Statute of the Oriental University Opp. Revati Range Gate No.1, Sanwer Road, Jakhya Indore (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come in to force from the date of notification.

## THE FIRST STATUTE

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

**STATUTE NUMBER 01****SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of **ORIENTAL UNIVERSITY, Indore, Madhya Pradesh.**
- (2) These Statutes shall come into force with effect from the date of the notification in the Official Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Amendments to the Statutes shall be made as per provisions of the Section 27 of the Act as amended.

**STATUTE NUMBER 02****DEFINITIONS****IN THESE STATUTES UNLESS THE CONTEXT OTHERWISE REQUIRES;**

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007."
- (2) All words and expressions used herein and defined in the Act, and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "Academic Year" means a period of nearly twelve months, spread over two semester/ three trimester devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (4) "Board of Studies" Means the Board of Studies of a Department/School of Studies/ Institute of the University.
- (5) "Convocation" means the convocation of the University;
- (6) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working as regular staff & on the payroll of the University.
- (9) "Executive Committee" means Executive Committee of the Sponsoring Body.
- (10) "Faculty" means Faculty of the University listed in the relevant Statute.
- (11) "Regular Education" means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (12) "Regulation" means Regulation of the University.

- (13) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (14) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (15) "Seal" means the common seal of the University.
- (16) "Subject" means the basic unit(s) of instruction; teaching, training and research etc., by whatever names it may be called, as prescribed under the scheme and curriculum.
- (17) The terms "he", "him" and "his" include the feminine gender also.
- (18) The Regulatory Commission means the Commission constituted under clause 36 of the Act.
- (19) The "University" means 'Oriental University, Indore' established under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adiniyam, 2007 Act of Madhya Pradesh State No. 17 of 2007.

### **STATUTE NUMBER 03**

#### **SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendments as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted either by the State or the Central Government. The University may opt to register these under relevant rules and laws of the land.

**STATUTE NUMBER 04****OBJECT OF THE UNIVERSITY**

Apart from the objectives of the University described in Section 3 of the Act, the University shall also have the following objectives;

(1) To collaborate with other Universities, Research Institutions, Industries, Government and Non-Government Organizations towards fulfillment of objectives of the University.

**STATUTE NUMBER 05****APPOINTMENT, TERMS AND CONDITIONS DUTIES AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the Act, the Chancellor shall be appointed by the Sponsoring Body for a period of five years with the approval of the Visitor. The Executive Committee of the Sponsoring Body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause (1) of this Statute.

Provided that the Chancellor shall notwithstanding the expiry of his term, continue to hold his office until either he is reappointed or his successor enters upon his office.

- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed. He can call for any information/record and direct any officer of the University to reconsider his/her decision(s).
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) The Chancellor shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Sponsoring Body.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute..

**STATUTE NUMBER 06****APPOINTMENT, TERMS AND CONDITIONS DUTIES AND POWERS OF THE VICE-CHANCELLOR**

- (1) The Vice-Chancellor shall be appointed by the Chancellor as laid down in Section 17 of the Act.
- (2) The Vice-Chancellor shall be the whole time salaried officer of the University.
- (3) The Vice-Chancellor shall hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act.  
Provided that the Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins. In any case, however, this period shall not exceed 6 months.  
Provided Further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment for one more term following the procedure laid down in section 17 of the Act.
- (4) Apart from exercising all such powers as described in section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in different Statutes and Ordinances.
- (5) The emoluments and other conditions of service of the Vice-Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with those approved by UGC.
- (6) The Vice-Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University with the approval of the Chancellor.
- (7) It shall be the duty of the Vice-Chancellor to ensure that the Act or the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (8) The Vice-Chancellor shall have power to constitute such Committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Adhiniyam/Statutes but not contrary to Committees appointed by Chancellor.
- (9) To exercise such powers as may be necessary or expedient to carryout the orders of the Chancellor.
- (10) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

**STATUTE NUMBER 07****APPOINTMENT, TERMS AND CONDITIONS DUTIES AND POWERS OF THE REGISTRAR**

- (1) The Registrar will be the key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body for a period of two years as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
  - (I) Vice-Chancellor - (Chairman)
  - (II) Nominee of the Chancellor
  - (III) Nominee of the Sponsoring Body
  - (IV) Two expert Members approved by the Governing Body.
  - (V) One observer nominated by the Chairman, Regulatory Commission.
- (4) Procedure for selection of the Registrar :

The University will follow the following procedure for selection of the Registrar:

- i. The University would invite applications for the post through the process of an advertisement in important News papers/e-news papers/ e-sites and job portals having wider circulation.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.

- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

(5) When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

(6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

Provided that, before taking such action for the removal, the Registrar shall be given an opportunity of being heard.

(7) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

(8) The age of retirement of the Registrar shall be sixty five years.

(9) Duties of the Registrar shall include :

- (i) To be the custodian of the records, the common seal and such other movable and immovable properties of the University as the Governing Body shall commit to his charge.
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other Committee. The Registrar shall be the Member-Secretary but he shall not have the right to vote.
- (iii) To issue notices conveying the dates of the meetings of the University authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time.

- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other Bodies which are formed under the direction of the Vice-Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice-Chancellor may desire.
- (v) To keep minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic planning and Evaluation Board and any Bodies or Committees of the University appointed under the Adhiniyam of which he is to act as Secretary.
- (vi) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor and the Vice-Chancellor or various authorities or Bodies of the University of which he is the Secretary.
- (vii) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor whom he shall be responsible for the same.
- (viii) To render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (ix) Subject to control of Vice-Chancellor, the Registrar shall have power to appoint the class III and class IV staff of the University and likewise shall exercise disciplinary control over them.
- (x) An appeal can be made to the Vice-Chancellor against any order of the Registrar. The Vice-Chancellor will be the final authority to take decision on the appeal.

10. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.

11. The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign from his office.

**STATUTE NUMBER 08****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

(1) The Chief Finance and Accounts Officer (CFAO) shall be the key officer of the University responsible for handling accounts and finances of the University.

(2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor.

(3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the Committee constituted for the purpose.

The Committee shall consist of:-

- (i) Vice-Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Nominee of the Sponsoring Body
- (iv) Two expert members approved by the Governing Body. ( Expert on Financial matters)
- (v) One observer nominated by the Chairman, Regulatory Commission.

(4) Selection of the CFAO

The University will follow the following procedure for the selection of the CFAO.

- i. The University would invite applications for the post through the process of an advertisement in important News papers having wide circulation.
- ii. A summary of the candidates who applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- v. If a suitable candidate is not found in the first advertisement subsequent advertisement shall be issued.

(5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

(6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for removal of the CFAO.

(7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.

(8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.

(9) The age of retirement of CFAO shall be sixty five years.

(10) Duties of the CFAO shall include :

- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting these audited. Annual and Supplementary Budget Loan/ Salary etc.
- ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
- iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.
- v. The Chief Finance & Accounts Officer shall be responsible for ensuring that the University adheres to all the financial Rules and Regulation of Statutory authorities and Departments of State Government.

**STATUTE NUMBER 09****GOVERNING BODY OF THE UNIVERSITY**

- (1) Formation and functioning of the Governing Body shall be as laid down under section 22 of the Act
- (2) The term of the nominated members of the Governing Body will be of three years.
- (3) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act the Governing Body of the University shall have the following Duties and Powers:
  - i) To make, review and approve from time to time the broad policies, plans, procedures and suggest measures for improvement and development of the University.
  - ii) To make recommendations on any matter referred to it by the Chancellor.
  - iii) To make recommendation to the Executive Committee of the Sponsoring Body for the creation of new posts for the University.
  - iv) The quorum for meeting of the Governing Body shall be of five members in which at least one member appointed by the State Government must be present.
  - v) Such other Duties and Powers as may be prescribed by the Executive Committee of the Sponsoring Body.

**STATUTE NUMBER 10****BOARD OF MANAGEMENT**

- (1) Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management will be of three years and no member shall hold office for more than two consecutive terms.
- (3) The Board of Management shall meet once in every two months. The quorum for meeting of the Board of Management shall be at least five in which at least one member appointed by the State Government should be present.

(4) Powers and Functions of the Board of Management shall be:

- (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
- (ii) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
- (iii) To follow the Budget for Expenditure as approved by the Governing Body.
- (iv) To recommend to Governing Body for creating the posts of teachers, other officers, ministerial and technical staff of officers of the University.
- (v) Save as otherwise provided by the Act, or the Statutes, to appoint the officers, teachers of the University other than the Vice-Chancellor, the Registrar and the Chief Finance and Account Officer; to define their duties and the conditions of their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/ visiting professorship.
- (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management that may be having bearing on the finances of the University.
- (vii) To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the University.
- (viii) Subject to the overall ceiling in the annual budget the Board of Management may approve re-appropriation of finances from one head of expenditure to another.
- (ix) To perform any other functions that may be assigned by the Governing Body/Chairman of the Board of Management/Statutes of the University.

**STATUTE NUMBER 11****FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

(1) The Academic Council shall consist of the following members:

- (i) Vice-Chancellor - Chairman
- (ii) Pro Vice-Chancellor – Member
- (iii) Deans of Faculties – Member
- (iv) Heads of teaching Departments – Member.
- (v) Three senior most Professors of the University nominated by Chancellor.
- (vi) Two representatives from amongst the Scientists/ Educationists/ Technologists/ Industries nominated by the Chancellor – Member.
- (vii) Two professors from Central/State Universities/Organizations nominated by Chairman, Regulatory Commission- Member.
- (viii) The Registrar – Member Secretary.
- (ix) Five representatives from amongst the Scientists/ Educationists/ Technologists/ Industry representatives nominated by the Chancellor.

(2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence; any other person nominated by the Chancellor shall preside over the meeting.

(3) The Registrar shall be the Member- Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.

(4) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for the adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic council.

(5) The term of the nominated Members of the Academic Council will be three years.

(6) Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely;

- (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

- (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
- (iii) To promote research and related activities in the University.
- (iv) To make recommendations to the Governing Body on the proposals received from the different Faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management to take appropriate action thereon.
- (vii) To make proposals to the Governing Body for allocating Departments to the Faculties.
- (viii) To make proposal to the Governing Body for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for such awards.
- (ix) To recognize persons of eminence in their subject to be associated as research guides in that subject as prescribed in the Ordinance.
- (x) To formulate, modify or revise schemes for the organisation and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (xi) To recognize diplomas and degrees of other universities and institutions and to determine their equivalence.
- (xii) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (xiii) To consider academic related proposals submitted by the Faculties/ Departments of the University.
- (xiv) To approve the syllabus of the different courses/ subject submitted by the Faculties/Departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.

- (xv) To award stipends, scholarships, medals and prizes and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award.
- (xvi) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
- (xvii) To appoint Committees for admission of students in different Faculties of the University.
- (7) To recommend to the Governing Body the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (9) To report or to make recommendations in any matter referred to it by the Chancellor/Vice-Chancellor or the Governing Body, as the case may be.
- (10) The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time.

### **STATUTE NUMBER 12**

#### **FINANCE COMMITTEE**

- (1) The Finance Committee shall consist of the following persons, namely:-
  - (i) The Chancellor or his nominee : Chairman
  - (ii) The Vice-Chancellor : Member
  - (iii) The Registrar : Member
  - (iv) Chief Finance and Accounts Officer : Member Secretary
  - (v) One member of the Governing Body to be nominated by the Chancellor : Member
  - (vi) One person to be nominated by the Sponsoring Body : Member
- (2) The tenure of the members of the Finance Committee, other than ex-officio members, shall be of three years.

- (3) The Finance Committee shall meet at least twice in each academic year. A notice for the meeting of the Finance Committee shall be given so as to reach the Committee Members at least fifteen days in advance of the meeting.
- (4) Four Members of the Finance Committee, including Chairman, shall constitute the quorum at the meetings.
- (5) Functions and powers of the Finance Committee shall be as follows:
  - (i) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the BOM and shall put up to the Governing Body for its consideration and approval.
  - (ii) The Finance Committee shall consider the annual accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
  - (iii) The Finance Committee may make its recommendations to the Governing Body to accept bequests, and donations of property to the University on such terms as it deems proper.
  - (iv) The Finance Committee may recommend mechanisms and ways and means to generate resources for the University.
  - (v) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
  - (vi) The Finance Committee shall advise the Governing Body on any question affecting its finances. The Committee shall also be responsible for regular Audit Process.
  - (vii) The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

### **STATUTE NUMBER 13**

#### **STANDING COMMITTEE**

- (1) Standing Committee of the University shall be constituted as under:
  - (i) Vice-Chancellor (Chairperson)
  - (ii) Registrar
  - (iii) CFAO

- (iv) Deans of all Faculties of the University.
- (v) Three senior Heads of Departments of the University by rotation (their term being three years).
- (vi) One nominee of the Chancellor.

The Chairperson can invite additional Members to the Standing Committee as and when required.

- (2) The Registrar shall act as Secretary of the Standing Committee.
- (3) Meeting of the Standing Committee shall be convened, as and when required under the directions of the Vice-Chancellor. One-half of the Members of the Standing Committee and the Chairman shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the Members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice-Chancellor, as and when required, with one-hour notice.
- (5) The Standing Committee shall perform such tasks as assigned to it by Board of Management from time to time.

#### **STATUTE NUMBER 14**

##### **EXAMINATION AND RESULT COMMITTEE**

- (1) Examination and Result committee of each department shall consist of the following Members :
  - (i) Dean of the concerned faculty- Chairman.
  - (ii) Head of the Department - Member.
  - (iii) Two senior most teachers of the Department (other than the Head of the Department).
- (2) The Examination Committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderators and Examiners of different subjects. Vice-Chancellor will have the right to add or delete names in the proposed list. Examination and Result Committee shall approved the result of the concerned department before declaration.
- (3) If the committee is not satisfied with the result, it may recommend suitable corrective measures to the Vice-Chancellor and shall implement after due approval of the Vice-Chancellor.

**STATUTE NUMBER 15****FACULTIES**

(1) The University shall include the following Faculties:

- (i) Faculty of Science
- (ii) Faculty of Life Science
- (iii) Faculty of Home Science
- (iv) Faculty of Engineering and Technology
- (v) Faculty of Commerce (including Commercial & Business Management)
- (vi) Faculty of Agriculture
- (vii) Faculty of Humanities
- (viii) Faculty of Law
- (ix) Faculty of Education (including Physical Education and Yog)
- (x) Faculty of Journalism and Mass Communication (Media)

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

(2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

**STATUTE NUMBER 16****DEANS OF FACULTIES**

The Chancellor shall appoint a Dean for each Faculty on the recommendation of the Vice-Chancellor. A Professor within the Faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years.

Provided that:-

(1) If there is no Professor, a Reader by rotation according to seniority, shall act as Dean. In the absence of any eligible teacher who can qualify to become Dean, A Dean/Professor/Associate Professor/Reader of an allied discipline can be nominated as Incharge Dean. Moreover, Professor Emeritus/Visiting Professor can be nominated as Dean in the Faculty of Arts.

- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body/Board of Management or the Vice-Chancellor or the Ordinances.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

### **STATUTE NUMBER 17**

#### **CONSTITUTION OF FACULTY**

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Associate Professor/one Reader and one assistance professor/Lecturer, by rotation according to seniority, from each Department in Faculty.

### **STATUTE NUMBER 18**

#### **POWER OF THE FACULTY**

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

**STATUTE NUMBER 19****BOARD OF STUDIES**

- (1) There shall be a Board of Study for each Subject comprising of:-
  - (i) All the teachers of the concerned subject.
  - (ii) Two Members to be nominated and co-opted by the Department, from outside the University, from Academia/Industry/Research organization, after approval of Vice-Chancellor from a panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided;
  - (i) That the term of the Chairman shall be three years, and after expiry of the term, the next senior most Professor/associate Professor/Reader shall be the Chairman.
  - (ii) That if there are more than one Professor in the Department, the senior most Professor/associate Professor/Reader shall be the Chairman for Board of Studies of that subject: in accordance with sub. Section (2).
- (3) The term of the Co-opted members of the Board of Studies shall be three years.
- (4) The Vice-Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabi of different courses of the Departments shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of Studies meeting shall be arranged atleast twice in a year.

**STATUTE NUMBER 20****STUDENTS COUNCIL**

- (1) The Students Council will mainly function as a forum for getting feedback on the student's issues and their welfare.

- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

### **STATUTE NUMBER 21**

#### **APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different Departments of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the National dailies / News Papers having wide circulation clearly mentioning the essential qualifications and pay scales for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor - Chairman
  - (ii) One Observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject experts nominated by the Vice-Chancellor from a panel of five experts approved by the Chancellor.

(iv) Dean of the concerned faculty.

(v) Head of the department.

(7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.

(8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.

(9) In addition to full-time teachers, the Board of Management / Vice-Chancellor may also decide to engage teachers for a fixed period/ part time /contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the University, from time to time.

(10) Teachers already working (appointed by the Sponsoring Body / Institute).

(i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institutes/colleges, before its notification as University, shall be examined by the Screening Committee constituted as per the provisions of this Statute.

(ii) After examining each case, as per the norms/qualifications laid down by the UGC/any other relevant Regulatory Body, the Committee as (i) above, shall observing the conditions mentioned in 7(1) of this Statute, submit its recommendations to the Governing Body.

(iii) The teachers found suitable for appointment in the University Teaching Department, as screened above, may be absorbed as the regular teachers of the University after approval of the Governing Body.

(11) (i). For the purpose of official work, the seniority of various categories of teachers shall be maintained by the University in accordance with length of continuous service in a cadre.

Provided that if the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority *inter se* shall be determined in accordance with the length of continuous service in the cadre immediately below, if any.

Provided that if after calculation in accordance with above para, the seniority *inter se* of two or more teachers in any cadre is equal, their seniority *inter se* shall be determined in accordance with the length of continuous service in the cadre, if any, immediately below the cadre considered under para above.

Provided that if after calculation in accordance with the foregoing provisions to the extent possible, the seniority *inter se* of two or more teachers in an cadre is equal, their seniority *inter se* shall be determined by the total period of continuous service as a teacher in any cadre.

Provided that if after applying the foregoing provisions to the extent possible, the seniority of two or more teachers is equal, their seniority *inter se* shall be determined in accordance with seniority in age.

(ii) It shall be the duty of the Registrar to prepare and maintain in respect of different categories an up to date seniority list in accordance with procedure laid down in the clauses hereinafter appearing.

(12) The retirement age of a teacher shall be as per regulatory bodies (viz., UGC, AICTE, MCI, BCI etc.) norms and no one will hold official position after retirement. However, they can continue for teaching purpose.

**STATUTE NUMBER 22****CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be one or two years as decided by the Registrar.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

**STATUTE NUMBER 23****OTHER OFFICERS OF THE UNIVERSITY**

- (1) The following shall be the other Officers of the University:
  - (i) **Pro-Vice-Chancellor:**
    - (a) Chancellor shall have the powers to appoint Pro-Vice-Chancellor who will be full-time officer of the University. Pro-Vice-Chancellor will report to the Vice-Chancellor.
    - (b) Vice-Chancellor will assign duties to Pro-Vice-Chancellor.
  - (ii) **Controller of Examination:**
    - (a) Controller of Examination will be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the teachers of the University.
    - (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the Vice-Chancellor may temporarily appoint a person to perform the duties of the office.

(c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary there for and execution of all processes connected therewith.

(iii) **Librarian:**  
The Librarian shall be a full time salaried officer of the University, and his/her appointment will be made following the procedure as laid down in the Statute No. (21), through the clause (3) to (9) for the teachers.

(iv) **Dean Student Welfare (DSW):**  
The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

#### **STATUTE NUMBER 24**

#### **CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

(1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor.

(ii) On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provisions of the Act, shall call a special meeting of the Board of Management to consider the proposal.

(iii) At such special meeting of the Board of Management, the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.

(iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval in the next meeting of the Governing Body.

(v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.

(2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing Body present and voting at the meeting.

(ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.

(iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.

(iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

(v) The recommendation of the Governing Body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matters.

### **STATUTE NUMBER 25**

#### **PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

(1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

(i) Prospectus/ Registration form	(ix) Activities fees
(ii) Admission fees (Where applicable)	(x) Cultural & Annual function fees
(iii) Tuition fees for the course	(xi) Hostel fees
(iv) Examination fees	(xii) Security fees
(v) Library fees	(xiii) Industry visit/Excursion fees
(vi) Development/Amalgamated fund	(xiv) Training/Augmentation/Placement fees
(vii) Laboratory fees	
(viii) Caution money	

The University can introduce other heads of fees from time to time.

- (2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such other examinations or result related fee may be charged from the students, as prescribed by the Ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (4) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
- (5) Fee shall be subject to the approval of the Regulatory Body defined in section 2(t) & (u) of the Act 2007.

#### **STATUTE NUMBER 26**

#### **ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation(s) / Ordinance(s) belonging to the specific endowment will be given by the Board of Management.

**STATUTE NUMBER 27****CONVOCATION**

- (1) Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually in the main Campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degrees, Diploma documents, Certificates and Citations, their texts, issuance of these documents in absentia, duplicate degrees and procedure for holding Convocations.
- (3) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice-Chancellor shall preside over the convocation function.

**STATUTE NUMBER 28****ADMISSION OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the Ordinances framed for the concerned subjects. Admission process and intake of various courses shall be in conformity to norms of the respective regulatory bodies eg. AICTE, UGC, NCTE etc.

Provided that admission to courses related to Health Sciences shall be as per the guidelines / instructions of Medical Council of India / Dental Council of India / Indian Nursing Council, other regulatory bodies and Govt of M.P. Medical Education Department.

- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National / Professional Bodies.
- (3) Policies and directives of Central / State regulatory bodies regarding admission including reservation of SC/ST/OBC, students below the poverty line family / physically handicapped and other categories shall be applicable to the University.

**STATUTE NUMBER 29****ANNUAL REPORT & BALANCE SHEET**

- (1) The Annual Report and Balance Sheet of the University shall be prepared by the Board of Management.

- (2) The Report and Balance Sheet shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and Balance Sheet prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

### **STATUTE NUMBER 30**

#### **RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

### **STATUTE NUMBER 31**

#### **ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall constitute a Fact Finding Committee and if necessary, based on the Fact Finding Committee recommendations, may institute an Inquiry Committee for the purpose.

- (1) Based on the Inquiry Committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice-Chancellor shall report the matter to Governing Body whose decision will be final. Subject to the provision of the appeal to the Chancellor.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to Governing Body with his comments to review the case.

### **STATUTE NUMBER 32**

#### **ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and if necessary, based on the Fact Finding Committee recommendations, may institute an Inquiry Committee for the purpose, pending which the employee may be suspended from the service.

(2) Based on the Inquiry Committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice-Chancellor who shall take appropriate decisions.

(3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, whose decision shall be final.

### **STATUTE NO. 33**

#### **APPOINTMENT OF EXAMINERS**

(1) **In this Statute:**

(i) "Internal Examiner" means:

(a) In case of a theory paper, an Examiner including a Paper Setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.

(b) In case of practical and Viva-voce examination an Examiner who is a teacher in the institution whose candidates are being examined at the Examination Center.

(ii) "External Examiner" means an Examiner other than an Internal Examiner.

(iii) "Co-Examiner" means an Examiner in a written paper other than the Paper- Setter.

(2) The office of the Registrar / Controller Examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as Examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than

Teachers of the University qualified for appointment as Examiners, whose names shall be obtained by the Registrar's office from other universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.

- (3) The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
  - (a) The academic qualifications and teaching experience at degree and post graduate levels.
  - (b) The field of specialization.
  - (c) The examination of the University and years in which they have acted as Examiners in the past.
- (4) The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as Examiners but not included therein.
- (5) The Registrar's/Controller of Examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each Practical/Viva-voce Examination together with the estimated number of candidates thereat.
- (6) The Examination Committee shall, in the light of the provisions of the following paragraph, recommend:-
  - (i) A panel of three names for the appointment of the Paper Setter of each written paper.
  - (ii) A list of names of persons for appointment as Co-Examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
  - (iii) A list of names of persons for appointment as Examiners in each Practical/Viva-voce Examination, the number of names included in the list being sufficient for the conduct of Practical/Viva-voce Examination At Different Centers.

(7) The Vice-Chancellor shall appoint Paper Setters, Co-Examiners and Practical/Viva-voce Examiners ordinarily from amongst the persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.

(8) The qualifications of the paper setters and Co-Examiners shall be as per the norms laid down by the regulatory bodies for the faculty eg. UGC, AICTE, DCI, BCI etc.

(9) (1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.

(2) In case of Practical and Viva-voce examinations at the first degree level the External Examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.

(3) The Internal Examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the Internal Examiner.

(4) The Internal Examiner in case of Practical Examination both at the degree and the postgraduate level shall be appointed from amongst the teachers of the Department whose regular candidates are to be examined on the recommendation of the Head of such Department.

(5) The External Examiner at the post graduate level in case of Practical/ Viva voce Examination shall not be a teacher in a University Teaching Department / School of Studies/Department of this University.

(10) (i) 50% of the Paper Setters at the postgraduate examination and 25% of the Paper Setters at the first degree examination in any examination in any subject shall be external.

(ii) Where in any paper more than one Examiner is appointed, the Paper Setter shall be Head Examiner. Examiners other than the Paper-Setter shall be the Co-Examiners.

(11) (i) No one shall ordinarily be given more than one theory examinership (Paper Setting or Co-Examinership) In case the Examination Committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for the post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration of the Vice-Chancellor.

(ii) Ordinarily not more than one Paper Setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.

(iii) No one who is a Paper Setter at any postgraduate examination shall be appointed as an External Viva-voce Examiner at that examination.

(iv) In case of under graduate practical examinations, one External Examiner shall not ordinarily examine more than 120 candidates.

(v) In case of written examination, an Examiner shall not ordinarily value more than 250 scripts and Co-Examiner shall be appointed if the number of candidates appearing in the paper is more than 300.

(vi) While recommending names for examinership in faculties where English is not the sole medium of examination the Examination Committee shall ensure that the Examiners recommended can value the scripts written in Hindi.

(vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of examinations in the Faculties of Engineering, Technology, Education, Physical Education, Medicine and Ayurveda.

(12) (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment

(2) An Examiner may be discontinued at any time if his work is found unsatisfactory.

An Examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or (ii) he or she is found by the Governing Body to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the Governing Body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

(13) (1) In paper for which there is only one Examiner, he shall set the paper and value the answer books received by him.

(2) In a paper for which more than one Examiner has been appointed, the head examiner shall:-

(i) Set the paper ;

(ii) Forward a memorandum of instruction for the guidance of the Co-Examiner to secure conformity with his own standard in the valuation of the answer book by his Co-Examiners.

(iii) Forward to each Co-Examiner at least five answer books duly marked by him to serve as models.

- (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
- (v) Assign duties to the Deputy Head Examiners, if there be any.
- (vi) Value such number of answer books as may be allotted to him.
- (vii) Examine the test installments of answer books received from the Co-Examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
- (viii) Report to the Registrar/Controller of Examinations on the work of the Co-Examiner and state whether he has observed the instructions received from the Head Examiner.

(14) A Deputy Head Examiner shall act as a Co-Examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his Co-Examiners. Where the number of Co-Examiners is more than six, a Deputy Head Examiner shall be appointed.

(15) (i) The Head Examiner shall, as soon as he receives answer books may forward to his Co-Examiners a memorandum of instructions to each Co-Examiner model scripts as provided for in clause (iii) of subparagraph 13 (2) above.

(ii) A Co-Examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The Co-Examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.

- (iii) The Co-Examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-Examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the Co-Examiner does not receive the memorandum of instructions from the Head Examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the Co-Examiner concerned under intimation to the Registrar/Controller examinations.

(16) Notwithstanding the provisions of subparagraphs (2) to (5) above where the Academic Council so decides, in case of paper were more than one Examiner is required, the Paper Setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary, by the Moderation Committee shall be sent by the University to all Examiners in the paper. All Examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments of marked answer books between the Paper Setter and other Examiners.

(17) If for any reason an Examiner becomes unable to value the answer books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the Examiner, who values the answer books or acts as Head Examiner.

(18) Provided that if the Setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such Paper Setters.

(19) In case of examinations, where the Ordinances provided for a second/supplementary examinations the Paper Setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/supplementary examinations. The Paper Setter shall be an Examiner at both the main and the second/supplementary examinations. The other examinerships may go to other qualified teachers who could not be provided with theory examiner ships at the Main Examination.

(20) (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two Examiners of whom one shall be an External Examiner and the other Internal.

(2) Except in the case of M.sc (Previous) Examination in Chemistry, there shall be a Board consisting of two Examiners, one Internal and the other an External Examiner for conducting the practical examination in each special branch of the subject as the case may be.

(3) In the case of M.sc (Previous) Examination in Chemistry, and Viva-voce for LL.M. (Final), the Board shall consist of three examiners of whom one shall be Internal Examiner and two shall be External Examiners. The Board shall be so constituted as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.

(21) In the case of a subject for M.A, M.sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a Board of two Examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two Examiners each of whom shall mark the thesis independently. If the valuation of these two Examiners differs by twenty percent, the thesis shall be referred to the third Examiner, (other than a Teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.

(22) Notwithstanding anything contained in the foregoing paragraph:-

- (a) The examinations in written papers, practical, oral, clinical or session test, in each subject or group of subjects for an examination in the Faculty of Medicine shall be conducted by a Board of two or four Examiners one or two as the case may be, of whom shall be External Examiner/(s) and the other/(s)Internal Examiner/(s)
- (b) There shall be a Board consisting of Examiners of whom two shall be Internal and two External in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
- (c) In the Faculty of Medicine no person shall ordinarily be appointed as an Examiner in any subject unless he has taken at least five years previously a Doctor's or Master's Degree or a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the Medical Council of India. In each subject there shall be atleast one Internal Examiner (The Head of Department).
- (d) The Internal Paper Setter for examination in each subject in the Faculty of Medicine shall be appointed by rotation from amongst the Head of the Departments of the University. If Head of the Department cannot be an Examiner, the next senior most teachers in the subject shall be the Internal Paper Setter and Examiner.

(23) Ordinarily the External Examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the Members of the Board concerned but the report on the working of the examination, the equipment of laboratories and the thesis shall be submitted by External Examiner of each Board under his signature only.

(24) In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who:

- possess a research degree in the subject and at least ten years teaching experience at the post graduate level, or
- Are scholars of repute in the subject.

(25) (i) No person shall act as Paper Setter or Examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.

(ii) No person shall act as a Moderator or Tabulator for any examination if any of his relations is appearing / has appeared at that examination.

### **STATUTE NO. 34**

#### **THE PROCTORIAL BOARD**

##### **(Refer Section 25)**

(1) There shall be a Proctorial Board to maintain discipline amongst the students of the University. It shall consist of the following Members:

- A Professor nominated by Vice-Chancellor (Chairman)
- The Chief Proctor (Convenor)
- Dean Students Affairs.
- All Proctor (s)
- All Wardens of the Hostels
- One of the two students nominated by the Kulpatti from amongst the student members of the Board of Studies.

(2) The Proctorial Board shall prepare a Code of Conduct, also taking in view the decisions and judgments of Apex Court and NHRC etc., to be followed by the students and shall place it before the Board of Management for its approval.

(3) Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be treated as indiscipline and shall make the student liable for disciplinary action against him/her.

(4) The Chief Proctor and Proctors shall be appointed by the Vice-Chancellor from amongst the teachers of the University. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.

(5) The Chief Proctor and Proctors so appointed by the Vice-Chancellor shall hold office for the period not exceeding three years.

Provided Kulpati may remove Chief Proctor any Proctor before the completion of his/her tenure if he/ she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.

(6) The Power and duties of Chief Proctor:

- (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office.
- (ii) He/she will issue Identity Card to each student under his/her seal and signature.
- (iii) He/She shall be authorised by the University to issue rail and air travel concession orders to the bona fide students of the University.
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board before seeking approval of the Vice-Chancellor.

**STATUTE NO. 35****PRO-VICE CHANCELLOR**  
**(Refer Section 20(2))**

- (1) The Chancellor shall have the power to appoint Pro-Vice Chancellor for a period of not exceeding four years.
- (2) The Pro-Vice Chancellor shall receive salary in the pay scale prescribed by the Board of Management of any other salary package as approved by Board of Management on the basis of mutual agreement.
- (3) The qualification, salary and mode of appointment shall be prescribed by the Governing Body of the University.
- (4) The first Pro-Vice Chancellor of the University may be appointed by the Chancellor for a period of two years.
- (5) The appointment of the Pro-Vice Chancellor shall be done on the recommendation of the Selection Committee constituted for the purpose, the Committee shall consist of:
  - (i) Two eminent academicians nominated by the Sponsoring Body
  - (ii) One Member who shall be appointed as the Chairman of the Selection Committee by the Chancellor.
- (6) The Committee shall submit a panel of at least three persons for the appointment as Pro-Vice Chancellor.  
Provided if the Chancellor does not approve the recommendations of the Selection Committee, he/she may call for fresh recommendations of the Committee.
- (7) The Chancellor shall appoint one of the persons as the Pro-Vice Chancellor for tenure of four years.
- (8) The Pro-Vice Chancellor shall be whole time salaried officer of the University.
- (9) Subject to the control of Chancellor and Vice-Chancellor, the Pro - Vice Chancellor shall carry out all the duties and exercise all powers of the Vice-Chancellor over the campus/school for which he/she has been appointed.
- (10) Subject to the approval of the Chancellor there can be more than one Pro-Vice Chancellor.

**STATUTE NO. 36**  
**DEAN STUDENT WELFARE**

- (1) The first Dean Student Affairs of the University may be appointed by the Chancellor for a period of two years.
- (2) The Dean Student Welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
- (3) The Dean Student Welfare shall be a full time salaried officer.
- (4) The qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the University.
- (5) The Dean Student Welfare shall be governed by the service rules prescribed by the University for the employees of the University.
- (6) The Dean Student Welfare shall be Advisor cum Treasurer of the University Student Association and the Head of the Information Bureau and Employment Bureau of the University.
- (7) The Dean Student Welfare shall if required by the Board of Management Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
- (8) Subject to the control of Vice-Chancellor and Board of Management, the Dean Student Welfare shall:
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in the hostel.
  - (ii) Arrange for employment of students in accordance with the plans approved by the Vice-Chancellor and the Board of Management.
  - (iii) Assist the students in obtaining scholarships, studentships etc. by furnishing them the information in relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students.
  - (v) Perform such other duties as may be assigned to him from time to time by the Vice-Chancellor and the Board of Management.